

PASSPORT INFORMATION

A passport is an official governmental document that certifies the identity and citizenship of an individual and grants permission to travel abroad. Pursuant to 51.21, Title 22 of the Code of Federal Regulations, a Clerk of any state court of record is authorized and empowered by the Secretary of State to administer oaths for passport purposes. Thereby, the Circuit Court Clerk is considered a "Passport Agent"

As a Passport Agent, the clerk can process first-time applicants. If you have previously had a passport which was issued less than fifteen (15) years ago you are eligible to renew your passport application by mail. See the "Renewal of Passport Section". If more than fifteen (15) years has passed, the applicant must apply as if they were a first time applicant. Further if an individuals previous passport was issued as a minor, they must appear in person as if they were a first time applicant.

APPLYING AT THE FAIRFAX COUNTY CIRCUIT COURT:

Passports, which are applied for at the Fairfax County Circuit Court, will take approximately six weeks to be processed. To apply for a passport you must appear in person at:

Fairfax County Circuit Court
Public Services Section - 3rd Floor
4110 Chain Bridge Road
Fairfax, Va. 22030

- ❑ Applications are accepted Monday through Friday from 8:00 a.m. to 4:00 p.m.
- ❑ If you choose to complete the application at our office, you will need to know your place of birth, date of birth, social security number, the date you were married, widowed, or divorced, and your parents names, birthplace, date of birth.

PASSPORT FEES:

Payment for a passport requires two separate fees, an execution fee and a passport fee.

Passport fee for individuals 16 and older	\$45.00
Passport fee for individuals 15 and under	\$25.00
Execution fee for all applicants	\$15.00

The **execution fee** may be paid in cash, personal check or money order. The check or money order should be made payable to:

Clerk of the Circuit Court

The **passport fees** must be paid by personal check or money order payable to:

U.S. Department of State

Cash or credit card is **not** accepted for payment of the passport fee. As a passport agent, a check or money order must be transmitted with the application to the U.S. State Department.

IMMEDIATE TRAVEL WITHIN FOURTEEN CALENDAR DAYS:

If you are traveling immediately within fourteen calendar days you will need to call and schedule an appointment at:

U. S. Department of State Passport Office
202-647-0518

EXPEDITED PASSPORTS: The Fairfax County Circuit Court does not expedite passports.

Customers that are **not** traveling within fourteen calendar days but need their passport in less than six weeks will need their passport application expedited.

You may access the US Department of State Internet site at www.travel.state.gov for many of the designated post offices or municipal offices authorized to accept expedited passport applications.

The U.S. Department of State Passport Office is located at:

**1111 19th Street NW
Washington, D.C. 20522-1705**

**They are open Monday through Friday (Except on Federal Holidays)
8:00 a.m. until 3:00 p.m.**

RENEWAL OF PASSPORT APPLICATION:

The Renewal Application (Form DS-82) form is limited to those individuals whose passport was issued less than fifteen (15) years prior to request for renewal.

You may renew your passport if all of the following applies:

- ☐ The applicant was 16 years of age or older when the last passport was issued,
- ☐ The passport was issued within the last **15 years**, and
- ☐ The applicant still has the expired passport in their possession.

If you are eligible to renew your passport you must complete a Renewal application (Form DS82) and mail it directly to the address on the back of the application.

The Renewal applications take approximately 3 weeks for you to receive your new passport.

The renewal forms (DS-82) may be obtained in person, through the mail from our office or by accessing the US Department of State Internet site at www.travel.state.gov .

See First Time Applicant Procedures if one of the following applies:

- ☐ If more than fifteen (15) years has passed, the applicant must apply as if they were a first time applicant.
- ☐ If an individuals previous passport was issued as a minor, they must appear in person as if they were a first time applicant.

If you would like more information please call the US State Department Passport Office at 1-900-225-5674 or with a major credit card at 1-888-362-8668. If you have any questions for the Clerk's Office, please call 703-691-7320 and press 3, 6, and 0.

REQUEST OF FORMS BY MAIL:

The Circuit Court has the following forms available by mail:

Application for Passport	DSP11
Renewal Application	DSP82
Statement of Consent	DS3053

If you would like to receive one of the above stated forms by mail please send a written request stating which application you are requesting and a self addressed stamped envelope to:

Fairfax County Circuit Court
4110 Chain Bridge Road, 3rd floor
Fairfax, Va. 22030
Attention: Passport applications

Applicants can also pick up a passport application in person at the above stated address or can access the US Department of State Web Site at:

www.travel.state.gov

FIRST TIME APPLICATION REQUIREMENTS:

- ☐ Applicants 14 years of age or older must appear in person before a passport agent.
- ☐ Applicants between the ages of 14 to 17 years of age, must appear with a parent.
- ☐ Applicants 13 years of age and under need not appear. Only the parent are required to appear to complete and execute the application.
- ☐ **Both** parents are required to be present for children 13 years of age and under. If one parent cannot be present the *non-applying* parent must sign & complete a statement of consent. (Form DS-3053)
- ☐ Children 13 years of age and under can submit an expired passport along with the birth certificate or naturalization certificate for proof of citizenship. They will **not** be able to submit only an expired passport for proof citizenship.

If you do not currently have a passport, or you do not meet the renewal qualifications, you must bring the following three items to apply for a passport:

1. PROOF OF CITIZENSHIP:

One of the following is required:

- ☐ a certified copy of your birth certificate from the Bureau of Vital Statistics with a raised or embossed seal
- ☐ certificate of U. S. citizen born abroad with raised or embossed seal
- ☐ an expired passport
- ☐ Naturalization certificate

(Please note that the original proof of citizenship must be held with your passport application and sent to the U.S. State Department. This document will be returned to you with the newly issued passport.)

2. PHOTOGRAPH:

You must bring two identical photographs, 2" X 2" in size with a plain white background. School and studio photographs cannot be used. Please consult your phone directory for stores in your area who are able to make passport photos.

3. VALID IDENTIFICATION:

You must bring valid identification such as drivers license, with a picture, identifying number, and expiration date. For individuals under 18 years of age applying for a passport, the parents identification will be used on the application.

**REQUIREMENTS FOR PASSPORT APPLICATION
UNDER NEW CITIZENSHIP LAW
FOR CERTAIN FOREIGN BORN CHILDREN**

Effective February 27, 2001.

- ☐ **ADOPTED BY US CITIZEN (PARENTS) or**
- ☐ **PARENTS BECOMES NATURALIZED US CITIZEN**

The Child Citizenship Act of 2000 (CCA), Public Law 106-395, applies to certain foreign born children. If eligible under this new law, these children will automatically acquire U.S. citizenship, provided they meet the conditions outlined below.

ADOPTED BY U.S. CITIZEN PARENT(S)

The Child was born on or after February 28, 1983 and is under the age of 18 when all of the following conditions are met:

- ☐ The child has been adopted (domestic or foreign) pursuant to full, final, complete adoption (and is able to provide a certified adoption decree, with translation if necessary) and
- ☐ At least one adopting parent is a U.S. Citizen. (Evidence of parental citizenship is NOT required because it is established overseas before the child is granted a visa to enter the U.S. and
- ☐ The Child is residing in the U.S. in the legal and physical custody of the U.S. citizen Parent(s) pursuant to lawful admission for permanent residence (and is able to provide proof of lawful admission for permanent residence.)

THE FOLLOWING DOCUMENTATION IS REQUIRED:

Completed DS-11 Application for Passport

Two identical Passport Photographs (2X2 inches)

Parents Valid Identification

Certified Adoption Decree with the translation if applicable

Proof of lawful admission: (one of the following three)

Child's Permanent Resident Alien Card or

I-551 stamp in the child's foreign passport or

I-94 with I551 stamp and picture attached

Appropriate Passport Fees

NOTE: Photo copies of documents are not acceptable. The original certified adoption decree with translation, proof of admission documents must all be submitted with the passport application. These documents will be returned to you with the newly issued passport.

PARENT BECOMES A NATURALIZED U.S. CITIZEN

The Child was born on or after February 28, 1983 and is under the age of 18 when all of the following conditions are met:

- ❑ At least one parent has been naturalized as a U.S. citizen and
- ❑ The Child is residing in the U.S. in the legal and physical custody of the U.S. citizen Parent(s) pursuant to lawful admission for permanent residence.

Customers will need to present the following documentation when executing these applications:

Completed DS-11 Application for Passport

Two identical Passport Photographs (2X2 inches)

Parents Valid Identification

Child's foreign birth certificate (with translation, if necessary)

Parent's evidence of U.S. Citizenship

Proof of lawful admission: (one of the following three)

Child's Permanent Resident Alien Card or

I-551 stamp in the child's foreign passport or

I-94 with I551 stamp and picture attached

Appropriate Passport Fees

The following may be needed:

Parent's Marriage Certificate, if married or

Parent's Divorce, or Separation, or Custody Decree

NOTE: Photo copies of documents are not acceptable. The original of the child's foreign birth certificate with translation, if applicable, parents proof of U.S. citizenship, proof of admission documents, and if applicable original certified copies of parents marriage certificate, divorce, separation or custody decree must all be submitted with the passport application. These documents will be returned to you with the newly issued passport.